

ALTERNATIVE ROUTES TO LICENSURE (ARL)
Information and FAQs



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Have you obtained an undergraduate or master's degree in the area of Business?
Do you want to teach Business Education courses in the middle school or high school?
If **yes**, ARL is the correct route for licensure in Utah.

My hope is to detail the ARL process, in easy-to-understand language, and answer most of your questions before you get started. It is also a good idea to keep this information as a referral sheet during your process. Please follow the steps below.

1. ARL takes applications March 1st through July 31st of each year.
2. Complete a background check and fill out the application (including original transcripts and the evaluation fee) and mail to ARL department: www.schools.utah.gov/cert/APT/ARL/process.htm.
3. In order to teach in Utah, a teaching license with the proper endorsements in a particular area must be obtained. Endorsements follow your degree and coursework.
Example: A degree in accounting may end up with an endorsement in business, not math. Even if an applicant loves math and is "good" at math, the applicant would have to have the coursework completed for the math endorsement requirements.
4. If an applicant has a number of credits in a particular area (such as a minor), I would suggest noting in on the application that you want it evaluated for that area.
Example: A degree in accounting with a math minor - Indicate both business and math on the application as areas to be evaluated. After your application is received in licensing, it is sent to the appropriate specialist to determine if an applicant will qualify for a particular endorsement. Any business degree will be sent to the business and marketing education specialist. Other areas will be sent to other education specialists.
5. There are two very distinct areas in business and marketing education with separate endorsements:
 - a. Business and Marketing Core endorsement: the traditional "paper/pencil" side which represents accounting, business law, marketing, management, etc. Here is a link for the Core endorsement application:
www.schools.utah.gov/cte/documents/business/licensing/BEBusinessCore.pdf
Please complete this application and turn it in with the ARL application. This is the criteria that will be used to judge your transcript against when making an endorsement decision. Most ARL applicants have a general business degree such as accounting, finance, or management. Most would typically qualify for this endorsement. NOTE: There are very few jobs that need only this endorsement. With only this endorsement, the chances of getting hired into a business position is minimal. Most of the business

education teaching positions (at least 95% of the jobs) require a teacher to be endorsed to teach Computer Literacy courses (these courses are graduation requirements for all students in Utah). The Business Core endorsement does not qualify a teacher to teach Computer Literacy courses.

- b. Business and Marketing Information Technology (B&M IT) endorsement: the computer side which represents computer technology, web page, word processing, spreadsheets, etc. Here is a link for the B&M IT endorsement application:

<http://www.schools.utah.gov/cte/documents/business/licensing/BEBIT.pdf>

Again, please check your transcript against these requirements. NOTE: All computer-based courses must have been completed within five years prior to the application date to count toward an endorsement. Teachers who have this endorsement are in high demand – 100% job placement.

6. Credit for work experience: It may be possible that related work experience could count for some of the credits. To prove experience a letter from a former employer, detailing your experience in a particular area, is required. Amount of credit would depend on length of time, duties, etc.
7. After an endorsement is determined, the information is sent back to the ARL department at the USOE.
8. Applicants will then receive a “letter of eligibility” indicating the area recommended for license/endorsement. School districts will not discuss employment without this letter. The Utah State Office of Education does not issue licenses through ARL without a teaching job.
9. After receiving the letter of authorization, applicants may apply to whatever district and should follow their human resources procedures. There are 41 districts in the state and 41 different sets of hiring rules.
10. Upon getting hired into a position, contact ARL.
 - a. A “temporary” license, while completing the ARL requirements, will be assigned to the teacher’s CACTUS. The ARL teacher can teach and receive a salary during this time. ARL will put you on a plan to take 16 or more credits of education courses. You have 3 years to complete the plan. Tuition is your responsibility and you will have the autonomy to complete the courses as you wish during your plan.
 - b. The Business PRAXIS exam is required. Information about taking the PRAXIS can be found at <https://www.ets.org/s/praxis/pdf/0101.pdf>
 - c. A Methods of Teaching Business and Marketing Education course is also required (course name may differ per institution). The following institutions offer the class: Weber State University, Utah Valley University, Utah State University, and Southern Utah University.
 - d. Other professional development requirements are outlined in your ARL plan.
11. Upon completion of the requirements, you will be granted a Secondary license and endorsement(s).
12. FYIs:

- a. Timeline: ARL gets hundreds of applications starting March 1st. I would recommend getting your application in as early as possible. It usually takes 4-6 weeks for the paperwork to be processed in our office.
 - b. The prime hiring season is mid-April through the first part of June. Principals like to have all the hiring done before school gets out. NOTE: No hiring happens in July – everyone is on vacation.
 - c. A few positions may become available in August.
 - d. Each district determines its own pay scale. Please check with the Human Resources department for their salary schedule.
13. If you have any other questions, please feel free to contact the ARL office:
Robyn Roberts (801)538-7834 or Robyn.Roberts@schools.utah.gov